

**NORTH DAKOTA VETERANS HOME
LISBON, NORTH DAKOTA
GOVERNING BOARD MEETING**

Page 1 of 3

DATE/TIME: Tuesday, December 13, 2011 @ 10:30 AM. LOCATION North Dakota Veterans Home-Board Room: MEETING: X Regular Special

MEETING CALLED TO ORDER: by Chairman, Norris Braaten

Members Present: Norris Braaten, Chairman John Adolf Daryl Beard Lee Finstad Dean Overby

Members Absent: Darrol Schroeder DuWayne Ternes

OTHERS PRESENT BY INVITATION:

NDVH Administrator-Mark B. Johnson Chief Financial Officer-Kristin Lunneborg

A.C.O.V.A. Chairman-Lyle Schuchard

Margie Ourenhagen, Executive Secretary

AGENDA ITEM

PRESENTATION/DISCUSSION

RECOMMENDATION/ACTION

| | | |
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| 01. Pledge of Allegiance/Moment of silence for POW/MIA's requested by Chairman. | Chairman Braaten called for the Pledge of Allegiance, followed by a moment of silence for the POW/MIA's. | NAR (No Action Required) |
| 02. Roll Call: Recording Secretary | Roll call taken by recording secretary | A quorum was present. |
| 03. Welcome: Chairman-Norris Braaten | Chairman Braaten welcomed Members and Guests. | NAR (No Action Required) |
| 04. Approval/Conflict of Interest of Agenda Items Chairman-Norris Braaten | Chairman Braaten asks if any board members have a conflict of interest with any agenda items. | There are no conflicts of interest stated at this time. |
| 05. Approval of Minutes: Chairman-Norris Braaten Governing Board Minutes ➤ October 11, 2011 | Minutes e-mailed to Board Members. Chairman Braaten called for additions/corrections/motion to accept the minutes. | Motion by Adolph, seconded by Overby to accept the minutes of October 11, 2011. Motion carried unanimously. |
| 06. Administrator's Report Mark B. Johnson | Administrator Johnson reported on the following issues: <ul style="list-style-type: none"> • Smoke issue-off campus (Back road has been developed with gravel and may be finished with blacktop. • Gazebo has been completed except for the Carpet & Linoleum. • Building Issues <ul style="list-style-type: none"> a) We continue to have problems with the heat pumps. We have installed approximately 20 hard start kits. Foss Architecture & Interiors & Grants Mechanical are discussing these issues. | Motion by Finstad, seconded by Overby to build a new administrators home. Yes by Adolph, Finstad & Overby, No by Beard & Braaten. Motion carried 3 yes, 2 no. Motion by Finstad, seconded by Overby to request funds for an architect to design the new administrator's home. Motion carried unanimously. Motion by Finstad, seconded by Overby to create a workable contract with the administrator. Yes-4, No-1 Beard. Motion |

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Page 2 of 3

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| | <ul style="list-style-type: none"> • The non attached skilled smoke shack is completed. • Fence is up in the back; donations were received from the Foundation Committee. • Light poles are being installed around the building. • Sprinkler System bid has been accepted, now we will put out a bid for the pump house. | <p>carried.</p> <p>Lee Finstad will draft this administrator's contract which will be presented to the Governing Board.</p> |
| <p>07. Veterans Drive Donation Doug Percall & Mary Hart Percall</p> | <ul style="list-style-type: none"> • The World War 11 honor flight committee from Bismarck is interested in what types of donations needed at the North Dakota Veterans Home. • Potential matching funds from Burlington Northern were also discussed. • A portion of the potential honor flight funds will be considered for donation to a future Memorial Garden at the North Dakota Veterans Home. • Discussion was held on donations needed to relocate the present memorial monument from the old facility to the new facility. | <p>By-laws must be followed therefore Doug Percall will contact Administrator Johnson at a later date.</p> <p>NDSU School of Engineering will be contacted to determine their interest in drafting tentative plans for the future Memorial Garden.</p> |
| <p>08. Financial Report Kristin Lunneborg, CFO</p> | <ul style="list-style-type: none"> • With 79% of the biennium remaining, revenues are slightly behind projections as we anticipated our census would be higher than it currently is. Only concern with expenses relates to salaries and benefits. Staffing has been evaluated and changes have been made that will hopefully correct the situation. • Discussion on old building and what we should propose for the next session. • Census data report was provided. Current census is 45 on skilled and 74 on basic. • Reviewed the Basic and Skilled Accounts Receivable. Request for several write-off's on the skilled accounts receivable. • Summary of construction budget was given. The carry over to 2011-2013 was \$1,466,620: | <p>Motion made by Overby, seconded by Finstad to accept the financial reports. Motion carried unanimously.</p> <p>Motion made by Overby, seconded by Finstad to request bids and create legislation to authorize demolition the old facility. Motion carried unanimously. This bill will be presented to the Coordinating Council.</p> <p>Motion made by Overby, seconded by Finstad to write off all the highlighted items marked on the skilled accounts receivable. Motion carried unanimously.</p> |

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Page 3 of 3

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| | <p>with a balance remaining of \$1,031,727 at this time.</p> <ul style="list-style-type: none"> • Irrigation bid will be accepted; pump house will be bid out. | |
| <p>09. Statements Norris Braaten, Chairman</p> | <ul style="list-style-type: none"> • Committee recommendations <ul style="list-style-type: none"> a) Mission Statement b) Value Statement c) Vision Statement | <p>Overby and Finstad will meet with department heads after this meeting.</p> |
| <p>10. Closing Comments</p> | | <p>Request will be made to the attorney to update us on the lawsuit next meeting.</p> <p>Request was made that board members meals be rotated to the households.</p> |
| <p>11. ACOVA Meeting</p> | <p>Location: Date: Time:</p> | <p>Bismarck Comfort Suites Thursday & Friday, Feb 23 & 24, 2012</p> |
| <p>12. Next Meeting – Governing Board:</p> | | <p>Lisbon Veterans Home Tuesday, February 14, 2012 10:30 am.</p> |
| <p>13. Adjournment</p> | <p>Motion made by Finstad, seconded by Overby to adjourn this meeting.</p> | <p>Meeting adjourned</p> |
| <p>Approved by Governing Board & Administrator</p> | | <p><i>/s/ Mark B. Johnson, Administrator</i></p> |

Legal Notices Posted By Margie Ourenhagen